

Registering as a Training Provider

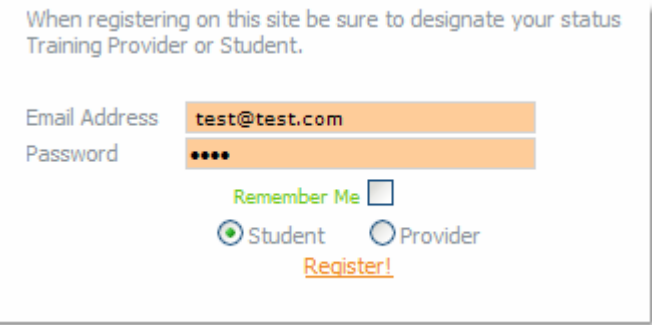
You can register via the "Register" link in the Client Login area shown on the home page of <http://www.findlocaltraining.com>



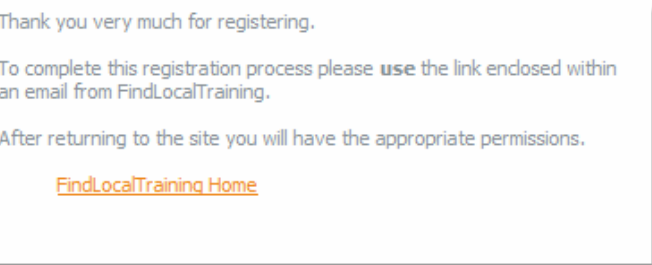
Enter your email address and a password. This information is treated as confidential and will never be given out to any other organization.

Select 'Student' if you are a student looking for training or 'Provider' if you are an organization that provides training to others.

Select "Register!" to initiate the process.

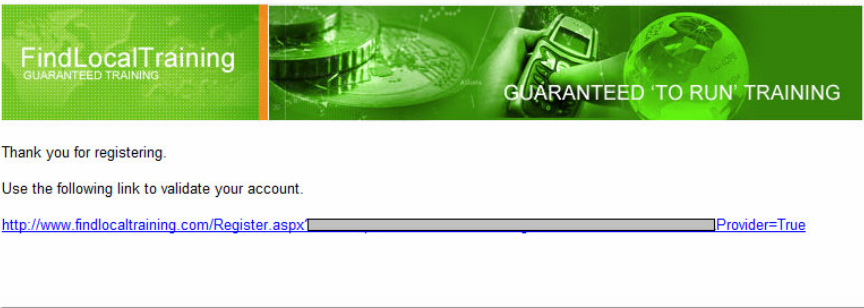


After registering you will be required to validate your account by using the link sent to you via email.



The email will contain a link as shown to the right.

Use this link to return to the site and validate your account.



After clicking on the link within the email the 'provider' will be provided with a form that describes the organization.

The first, last and email fields are used for communications from FindLocalTraining to the 'Provider'. This information is private and would never be shared with other individuals.

The only information that will be shown on the web site are the following fields:

- Company Name
- Company Web Address
- Company Phone
- Company Email
- Address 1-4
- City, State, Country, Zip

Once all the information is entered select 'Save Profile'

The screenshot shows the FindLocalTraining website's registration form for a provider. The page has a green header with the site name and navigation links. The form is divided into two columns. The left column contains fields for personal information (First Name, Last Name, Email Address, Password) and company information (Unique Identifier, Company Name, Company Web Address, Company Phone, Company Email, Address 1-4, City, State, Country, Zip). A 'Remember Me' checkbox is checked, and the 'Provider' radio button is selected. A 'Save Profile' button is at the bottom. The right column contains instructions for training providers, including links for 'Enter/Modify Courses' and 'Manage Locations', and a note about the Unique Identifier.

At any time in the future you can always return to this form 'MyProfile' for modification.

This form will be your entry point as a 'Training Provider' for administration of information advertised on the site.

In order to return to this form, Open Internet Explorer and enter <http://www.FindLocalTraining.com> in the address bar.

Enter your email address (used above) and your password.

The site can remember this information for you. If you select 'Remember Me' you will not have to re-enter this information.

The screenshot shows the 'Client login' form on the FindLocalTraining website. It features a header with the site logo and a navigation menu. The form includes fields for 'Email' and 'Password', a 'Remember Me' checkbox, and links for 'Forgot?', 'Login', and 'Register'. A background image of a person in a suit is visible on the right side of the form.

Then select 'Login'. After selecting 'Login' you will be taken to the 'MyProfile' form as shown above.

From the 'MyProfile' form you can access additional features of the site including:

- Enter/Modify Courses (Use this link to enter/add/remove course information.)
- Manage Locations (If you manage more than one location you may want to setup other locations.)

Refer to additional site documentation to learn about these features.

If you have any questions/comments let us know at <http://www.FindLocalTraining.com/ContactUs.aspx>